

**NAVAJO AREA
INDIAN HEALTH SERVICE
WEEKLY VACANCY LISTING
UPDATED: 11-25-03**

<http://www.ihs.gov/JobsCareerDevelop/CareerCenter/Vacancy/Index.cfm>

Vacancy Number	Location	Position Title, Type of Appointment and Work Schedule	Pay Plan, Series & Grade	Contact Person	Opening Date	Closing Date
NAVAJO AREA INDIAN HEALTH SERVICE Personnel Management			Contact Person: Cecelia Yazzie 928/871-1452 Division of Irene Benallie 928/871-1432 P.O. Box 9020 Angela Segay 928/871-1421 Window Rock, AZ 86515-9020			
NAO-03-DH-032B	Window Rock, AZ	Medical Officer (Administration/Clinical Director) REANNOUNCEMENT DS: Crownpoint, NM	GS-602-15	Irene Benallie	05-12-03	Open Until Filled
NAO-03-MPP/ESEP-032B	Window Rock, AZ	Medical Officer (Administration/Clinical Director) REANNOUNCEMENT DS: Crownpoint, NM	GS-602-15	Irene Benallie	05-12-03	Open Until Filled
CHINLE COMPREHENSIVE HEALTH CARE FACILITY Personnel Branch, PO Drawer PH, Chinle, AZ 86503			Contact Person: Lorraine Smith 928/674-7033 Arlene Big 928/674-7031 Darlene Yazzie 928/674-7032			
CH-03-MPP/ESEP-A	Chinle, AZ	Clinical Nurse DS: Chinle and Tsaille	GS-610-9/10	Arlene Big	10-01-00	Open Until Filled
CH-03-DH-A	Chinle, AZ	Clinical Nurse DS: Chinle and Tsaille	GS-610-9/10	Arlene Big	10-01-00	Open Until Filled
CH-03-MPP/ESEP-B	Chinle, AZ	Nurse DS: Chinle and Tsaille	GS-610-4/5/7	Arlene Big	10-01-00	Open Until Filled
CH-03-DH-B	Chinle, AZ	Nurse DS: Chinle and Tsaille	GS-610-4/5/7	Arlene Big	10-01-00	Open Until Filled
CH-02-DH-106D	Chinle, AZ	Diagnostic Radiologic Technologist REANNOUNCEMENT	GS-647-5/6/7	Lori Smith	02-24-03	Open Until Filled
CH-02-MPP/ESEP-106D	Chinle, AZ	Diagnostic Radiologic Technologist REANNOUNCEMENT	GS-647-5/6/7	Lori Smith	02/24/03	Open Until Filled
CH-02-DH-107D	Chinle, AZ	Diagnostic Radiologic Technologist (Mammography) REANNOUNCEMENT	GS-647-8/9	Lori Smith	02-24-03	Open Until Filled
CH-02-MPP/ESEP-107D	Chinle, AZ	Diagnostic Radiologic Technologist (Mammography) REANNOUNCEMENT	GS-647-8/9	Lori Smith	02-24-03	Open Until Filled
CROWNPOINT COMPREHENSIVE HEALTH CARE FACILITY Personnel Branch, PO Box 358, Crownpoint, NM 87313-0358			Contact Person: Victoria Pablo 505/786-6213			
NAO-02-DH-MPP/ESEP-B	Crownpoint, NM	Clinical Nurse – Ambulatory Care – Two Vacancies	GS-610-5/7/9	Angie Segay	11-05-01	Open Until Filled
NAO-02-DH-MPP/ESEP-B	Crownpoint, NM	Clinical Nurse – Inpt/Med/Peds/OB Nursing – Five Vacancies	GS-610-5/7/9	Angie Segay	11-05-01	Open Until Filled
NAO-02-DH-MPP/ESEP-A	Crownpoint, NM	Clinical Nurse – Emergency Room Four Vacancy	GS-610-9/10	Angie Segay	11-05-01	Open Until Filled
CP-03-DH- 33B	Crownpoint, NM	Nurse Specialist (Gestational Diabetes Case Manager)	GS-610-11	Vicky Pablo	10-27-03	Open Until Filled
CP-03-MPP/ESEP-33B	Crownpoint, NM	Nurse Specialist (Gestational Diabetes Case Manager)	GS-610-11	Vicky Pablo	10-27-03	Open Until Filled
CP-03-049A	Crownpoint, NM	Lead Billing Technician	GS-503-08	Vicky Pablo	11-13-03	11-26-03

FORT DEFIANCE INDIAN HOSPITAL Personnel Branch, PO Box 649, Fort Defiance, AZ 86504-0649				Contact Person: Ida Mark 928/729-8259 Jeanita Williams 928/729-8255		
NAO-03-DH-A	Fort Defiance, AZ	Clinical Nurse – Peds, Med/Surg, ER, Operating Rm and OB/GYN 2 Vacancies	GS-610-9/10	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-MPP/ESEP-A	Fort Defiance, AZ	Clinical Nurse – Peds, Med/Surg, ER, Operating Rm and OB/GYN 2 Vacancies	GS-610-9/10	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-DH-B	Fort Defiance, AZ	Nurse – Peds, Med/Surg 2 Vacancies	GS-610-4/5/7	Ida N. Mark	02-10-03	Open Until Filled
NAO-03-MPP/ESEP-B	Fort Defiance, AZ	Nurse – Peds, Med/Surg, 2 Vacancies	GS-610-4/5/7	Ida N. Mark	02-10-03	Open Until Filled
FD-02-DH-49A	Fort Defiance, AZ	Practical Nurse -- Med/Surg 4 Vacancies	GS-620-05	Ida N. Mark	04-28-03	Open Until Filled
FD-02-49A	Fort Defiance, AZ	Practical Nurse -- Med/Surg 4 Vacancies	GS-620-05	Ida N. Mark	09-16-02	Open Until Filled
FD-02-107	Fort Defiance, AZ	Practical Nurse – Women’s Clinic	GS-620-4/5	Ida N. Mark	12-16-02	Open Until Filled
FD-03-DH-88A	Fort Defiance, AZ	Medical Officer (Internal Medicine or Family Practice) REANNOUNCEMENT	GS-602-14/15	Ida N. Mark	10-23-03	Open Until Filled
FD-03-MPP/ESEP-88A	Fort Defiance, AZ	Medical Officer (Internal Medicine or Family Practice) REANNOUNCEMENT	GS-602-14/15	Ida N. Mark	10-23-03	Open Until Filled
FD-03-102	Fort Defiance, AZ	Supervisory Health System Specialist (Business Manager)	GS-671-11/12	Ida N. Mark	11-05-03	11-26-03
FD-03-87A	Fort Defiance, AZ	Cost Accountant – REANNOUNCEMENT	GS-510-7/9	Ida N. Mark	11-10-03	12-09-03
FD-03-91A	Fort Defiance, AZ	Supervisory Dental Assistant (Expanded Function)	GS-681-7/8	Jeanita Williams	11-17-03	12-08-03
FD-03-104	Fort Defiance, AZ	Health Technician (Patient Advocate)	GS-640-07	Jeanita Williams	11-17-03	12-01-03
FD-03-105	Fort Defiance, AZ	Food Service Worker	WG-7408-02	Jeanita Williams	11-17-03	12-01-03
FD-03-107	Fort Defiance, AZ	Information Technology Specialist – 2 Vacancies	GS-2210-5/7/9/11	Ida N, Mark	11-21-03	12-12-03
GALLUP INDIAN MEDICAL CENTER Personnel Branch, PO Box 1337, Gallup, NM 87305				Contact Person: Julia Nelson 505/722-1412 Pauline Holona 505/722-1413 Marjorie Ashley 505/722-1460		
GA-03-DH-A	Gallup, NM	Clinical Nurse	GS-610-9-/10	Julia Nelson	04-21-03	Open Continuous
GA-03-MPP/ESEP-A	Gallup, NM	Clinical Nurse	GS-610-9/10	Julia Nelson	04-21-03	Open Continuous
GA-03-MPP/ESEP-B	Gallup, NM	Nurse	GS-610-4/5/7	Julia Nelson	04-21-03	Open Continuous
GA-03-DH-B	Gallup, NM	Nurse	GS-610-4/5/7	Julia Nelson	04-21-03	Open Continuous
GA-03-DH-43	Gallup, NM	Diagnostic Radiologic Technologist 4 Vacancies	GS-647-5/6/7	Marjorie Ashley	03-12-03	Open Until Filled
GA-03-MPP/ESEP-43	Gallup, NM	Diagnostic Radiologic Technologist 4 Vacancies	GS-647-5/6/7	Marjorie Ashley	03-12-03	Open Until Filled
GA-03-105B	Gallup, NM	Lead Clinical Nurse	GS-610-10	Julia Nelson	11-05-03	11-26-03
GA-03-DH-166	Gallup, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Marjorie Ashley	10-29-03	11-28-03
GA-03-MPP/ESEP-166	Gallup, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Marjorie Ashley	10-29-03	11-28-03
GA-03-169	Gallup, NM	Lead Clinical Nurse – 2 Vacancies	GS-610-10	Julia Nelson	11-05-03	11-26-03
GA-03-171A	Gallup, NM	Diagnostic Radiologic Technologist - 3 Vacancies REANNOUNCEMENT	GS-647-7/8	Marjorie Ashley	11-24-03	12-01-03
GA-03-173	Gallup, NM	Medical Records Technician 3 Vacancies	GS-675-3/4	Marjorie Ashley	11-20-03	11-26-03

GA-03-174	Gallup, NM	Secretary (OA)	GS-318-5/6	Marjorie Ashley	11-25-03	12-09-03
GA-03-DH-175	Gallup, NM	Physician Assistant	GS-603-11	Marjorie Ashley	11-25-03	12-16-03
GA-03-MPP/ ESEP-175	Gallup, NM	Physician Assistant	GS-603-11	Marjorie Ashley	11-25-03	12-16-03
KAYENTA INDIAN HEALTH CENTER Personnel Branch, PO Box 368, Kayenta, AZ 86033 Contact Person: Melissa Stanley 928/697-4236						
KA-03-DH-05A	Kayenta, AZ	Supervisory Diagnostic Radiologic Technologist REANNOUNCEMENT	GS-647-08	Melissa Stanley	12-26-02	Open Until Filled
KA-03-MPP/ ESEP-05A	Kayenta, AZ	Supervisory Diagnostic Radiologic Technologist REANNOUNCEMENT	GS-647-08	Melissa Stanley	12-26-02	Open Until Filled
KA-03-DH-41	Kayenta, AZ	Diagnostic Radiologic Technologist (Ultrasound)	GS-647-07	Melissa Stanley	06-11-03	Open Until Filled
KA-03-MPP/ ESEP-41	Kayenta, AZ	Diagnostic Radiologic Technologist (Ultrasound)	GS-647-07	Melissa Stanley	06-11-03	Open Until Filled
KA-03-DH-43	Kayenta, AZ	Practical Nurse	GS-620-5/6	Melissa Stanley	6-11-03	Open Until Filled
KA-03-MPP/ ESEP-43	Kayenta, AZ	Practical Nurse	GS-620-5/6	Melissa Stanley	6-11-03	Open Until Filled
KA-03-DH-61	Kayenta, AZ	Supervisory Clinical Nurse	GS-610-12	Melissa Stanley	08-25-03	Open Until Filled
KA-03-MPP/ ESEP-61	Kayenta, AZ	Supervisory Clinical Nurse	GS-610-12	Melissa Stanley	08-25-03	Open Until Filled
KA-03-DH-62	Kayenta, AZ	Nurse Educator	GS-610-11	Melissa Stanley	09-10-03	Open Until Filled
KA-03-MPP/ ESEP-62	Kayenta, AZ	Nurse Educator	GS-610-11	Melissa Stanley	09-10-03	Open Until Filled
KA-04-DH-11	Kayenta, AZ	Supervisory Information Technology Specialist	GS-2210-12	Melissa Stanley	11-26-03	Open Until Filled
KA-04-MPP/ ESEP-11	Kayenta, AZ	Supervisory Information Technology Specialist	GS-2210-12	Melissa Stanley	11-26-03	Open Until Filled
KA-04-09	Kayenta, AZ	Voucher Examiner (Collections)	GS-540-05	Melissa Stanley	11-24-03	12-08-03
KA-04-10	Kayenta, AZ	Billing Technician (OA)	GS-503-4/5	Melissa Stanley	11-24-03	12-08-03
KA-04-DH-01A	Kayenta, AZ	Health Promotion/Disease Prevention Program Specialist DS: Inscription House, AZ REANNOUNCEMENT	GS-601-11	Melissa Stanley	11-26-03	12-17-03
KA-04-MPP/ ESEP-01A	Kayenta, AZ	Health Promotion/Disease Prevention Program Specialist DS: Inscription House, AZ REANNOUNCEMENT	GS-601-11	Melissa Stanley	11-26-03	12-17-03
NORTHERN NAVAJO MEDICAL CENTER Personnel Branch, PO Box 160, Shiprock, NM 87420-0160 Contact Person: Gloria R. Charley 505/368-6095 Margaret Begay 505/368-6091						
SR-02-MPP/ ESEP-A	Shiprock, NM	Clinical Nurse DS: Dzilth-Na-O-Dilth-Hle & Shiprock	GS-610-9/10	Gloria R Charley	10-31-01	Open Continuous
SR-02-DH-A	Shiprock, NM	Clinical Nurse DS: Dzilth-Na-O-Dilth-Hle & Shiprock	GS-610-9/10	Gloria R Charley	10-31-01	Open Continuous
SR-02-MPP/ ESEP-B	Shiprock, NM	Nurse DS: Dzilth-Na-O-Dilth-Hle & Shiprock	GS-610-4/5/7	Gloria R Charley	10-31-01	Open Continuous
SR-02-DH-B	Shiprock, NM	Nurse DS: Dzilth-Na-O-Dilth-Hle & Shiprock	GS-610-4/5/7	Gloria R Charley	10-31-01	Open Continuous
SR-01-DH-015-2	Shiprock, NM	Medical Instrument Technician (Ultrasound)	GS-649-09	Gloria R Charley	05-30-01	Open Until Filled
SR-01-MPP/ ESEP-015-2	Shiprock, NM	Medical Instrument Technician (Ultrasound)	GS-649-09	Gloria R Charley	05-30-01	Open Until Filled

SR-02-DH-100-1	Shiprock, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-MPP/ESEP-100-1	Shiprock, NM	Diagnostic Radiologic Technologist (Mammography)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-DH-101-1	Shiprock, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-MPP/ESEP-101-1	Shiprock, NM	Diagnostic Radiologic Technologist (CT)	GS-647-09	Gloria R Charley	12-17-02	Open Until Filled
SR-02-DH-102-1	Shiprock, NM	Diagnostic Radiologic Technologist	GS-647-5/6/7/8	Gloria R Charley	12-17-02	Open Until Filled
SR-02-MPP/ESEP-102-1	Shiprock, NM	Diagnostic Radiologic Technologist	GS-647-5/6/7/8	Gloria R Charley	12-17-02	Open Until Filled
SR-03-104	Shiprock, NM	Information Technology Specialist – 2 Vacancies	GS-2210-5/7/9	Margaret Begay	11-06-03	11-28-03
SR-03-DH-105	Shiprock, NM	Nurse Specialist	GS-610-11	Margaret Begay	11-10-03	12-02-03
SR-03-MPP/ESEP-105	Shiprock, NM	Nurse Specialist	GS-610-11	Margaret Begay	11-10-03	12-02-03

TUBA CITY INDIAN MEDICAL CENTER
Branch of Personnel, PO Box 600, Tuba City, AZ 86045

Contact Person: Melissa Tacheene 928/283-2810
E-mail: mtacheene@tcimc.ihs.gov

		FOR VACANCIES, CONTACT TCIMC DIRECTLY				
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WINSLOW HEALTH CENTER
Personnel Branch, PO Drawer 40, Winslow, AZ 86047

Contact Person: Michelle Williams 928/289-6202
E-mail: michelle.williams@winslow.ihs.gov

		FOR VACANCIES, CONTACT WIHCC DIRECTLY				
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Open Continuous Announcements

NAVAJO AREA INDIAN HEALTH SERVICE

ANNOUNCEMENT NUMBER	POSITION TITLE	PAY PLAN, SERIES AND GRADE	CONTACT PERSON
NAO-02-DH-A	Clinical Nurse	GS-610-09/10	Angela Segay
NAO-02-DH-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-03-DH-C	Community Health Nurse	GS-610-5/7	Cecelia Yazzie
NAO-03-DH-CC	Community Health Nurse	GS-610-9/11	Cecelia Yazzie
NAO-03-DH-D	Nurse Anesthetist	GS-610-9/11/12	Irene Benallie
NAO-03-DH-E	Nurse Midwife	GS-610-9/11/12	Irene Benallie
NAO-03-DH-F	Nurse Practitioner	GS-610-9/11/12	Irene Benallie
NAO-02-DH-H	Medical Technologist	GS-644-05	Angela Segay
NAO-03-DH-I	Optometrist	GS-662-9/11/12	Irene Benallie
NAO-03-DH-J	Dental Officer	GS-680-11/12	Irene Benallie
NAO-02-DH-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-02-DH-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-02-DH-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-03-DH-O	Public Health Nutritionist	GS-630-9/11/12	Irene Benallie
NAO-03-DH-P	Dietitian/Supervisory Dietitian	GS-630-9/11/12	Irene Benallie
NAO-02-DH-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-02-DH-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-03-DH-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-02-DH-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-02-DH-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-03-DH-Z	Respiratory Therapist	GS-640-5/6/7/8	Cecelia Yazzie
NAO-02-MPP/ESEP-A	Clinical Nurse	GS-610-9/10	Angela Segay
NAO-02-MPP/ESEP-B	Nurse	GS-610-4/5/7	Angela Segay
NAO-03-MPP/ESEP-C	Community Health Nurse	GS-610-5/7	Cecelia Yazzie
NAO-03-MPP/ESEP-CC	Community Health Nurse	GS-610-9/11	Cecelia Yazzie
NAO-03-MPP/ESEP-D	Nurse Anesthetist	GS-610-9/11/12	Irene Benallie
NAO-03-MPP/ESEP-E	Nurse Midwife	GS-610-9/11/12	Irene Benallie
NAO-03-MPP/ESEP-F	Nurse Practitioner	GS-610-9/11/12	Irene Benallie
NAO-02-MPP/ESEP-H	Medical Technologist	GS-644-05	Angela Segay

NAO-03-MPP/ESEP-I	Optometrist	GS-662-9/11/12	Irene Benallie
NAO-03-MPP/ESEP-J	Dental Officer	GS-680-11/12	Irene Benallie
NAO-02-MPP/ESEP-K	Pharmacist	GS-660-9/11/12	Angela Segay
NAO-02-MPP/ESEP-M	Environmental Engineer	GS-819-5/7/9	Angela Segay
NAO-02-MPP/ESEP-N	Medical Officer	GS-602-11/12/13/14/15	Angela Segay
NAO-03-MPP/ESEP-O	Public Health Nutritionist	GS-630-9/11/12	Irene Benallie
NAO-03-MPP/ESEP-P	Dietitian/Supervisory Dietitian	GS-630-9/11/12	Irene Benallie
NAO-02-MPP/ESEP-R	Medical Technologist	GS-644-7/9	Angela Segay
NAO-02-MPP/ESEP-S	Environmental Health Specialist	GS-601-5/7/9	Angela Segay
NAO-03-MPP/ESEP-U	Physical Therapist	GS-633-7/9/11	Cecelia Yazzie
NAO-02-MPP/ESEP-W	Environmental Engineer	GS-819-11	Angela Segay
NAO-02-MPP/ESEP-Y	Medical Technologist (Section Leader)	GS-644-11	Angela Segay
NAO-03-MPP/ESEP-Z	Respiratory Therapist	GS-640-5/6/7/8	Cecelia Yazzie

Applications are being accepted from any U.S. Citizen.

ADDITIONAL INFORMATION:

INDIAN PREFERENCE: In the filling of this position by appointment, promotion, transfer, reassignment, reinstatement, or any other personnel action, we are required by law to give absolute preference in selection to qualified Indian preference candidates. Eligibility will be determined from current Indian Health Service Policy.

EQUAL EMPLOYMENT: Except for Indian Preference, consideration will be made without regard to any non-merit factor such as race, color, religion, sex, sexual orientation, national origin, politics, physical handicap, marital status, age, or membership or non-membership in any employee organization.

SELECTIVE SERVICE CERTIFICATION: If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

WHO MAY APPLY:

MERIT PROMOTION PLAN (MPP) CANDIDATES - Applications will be accepted from status eligibles (e.g. reinstatement eligibles and current permanent employees in the competitive Federal service), from current IHS employees who are eligible for Indian Preference, and from individuals who are eligible for excepted appointment in IHS under some other authority (e.g. handicapped authority, etc.). Those MPP candidates eligible for Indian Preference, who so desire, may also apply under ESEP provisions by indicating on their application, "Consideration under both MPP and ESEP".

EXCEPTED SERVICE EXAMINING PLAN (ESEP) CANDIDATES - Applications will be accepted from individuals entitled to Indian Preference who wish consideration for excepted appointment in IHS, under the authority of 5 C.F.R., Part 213, Schedule A 213.3116(B)(8).

APPLICATION PROCEDURES

SUBMIT APPLICATION TO THE ADDRESSES FOR EACH LOCATION. IF VACANCY ANNOUNCEMENT NUMBER BEGINS WITH NAO, THEN APPLICATIONS MUST BE MAILED TO THE NAVAJO AREA INDIAN HEALTH SERVICE, WINDOW ROCK, ARIZONA. **All applications and forms must actually be received in close of business on the specified closing dates.** Applications become the property of the Personnel Office and will not be returned. **Telefaxed applications will not be accepted.** For information on a complete list of required forms for each vacancy, applicants must call the Personnel Offices at their specific locations. For information on application procedures for the USPHS Commission Corps, please contact Lola Morgan at 928/871-5880.

ALL APPLICATION FORMS MUST BE INDIVIDUALLY IDENTIFIED BY ANNOUNCEMENT NUMBER AND JOB LOCATION. SEPARATE APPLICATIONS ARE REQUIRED FOR EACH VACANCY. FAILURE TO SUBMIT ANY OF THE FOLLOWING DOCUMENTS, AND OTHER INDIVIDUAL VACANCY/ANNOUNCEMENT REQUIRED FORMS, MAY RESULT IN LOSS OF CONSIDERATION FOR THE POSITION (S).

1. **OF-612, SF-171, or Resume.** Original signature and date are required on whatever application format is submitted.
2. "Declaration for Federal Employment" (OF-306) must be completed and submitted with original signature to determine your suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; you may be fired after you begin work; or you may be fined or jailed.
3. **Verification of Indian Preference:** Applicants who wish to claim Indian Preference, must submit a copy of Bureau of Indian Affairs (BIA) certification form, 4432, "Verification of Indian Preference for Employment in BIA and IHS ONLY," completed by the appropriate BIA office or by tribes authorized by P.L. 93-638 contract/compact to perform the certification functions on behalf of the BIA. Current employees who were employed by IHS on February 16, 1978 and who received preference according to the rules and procedures in effect at the time preference was granted, and who have been continuously employed with IHS, must submit a copy of the proof they submitted at the time preference was granted.
4. Copy of latest Personnel Action (SF-50), if a current or former Federal Employee, and if requesting Reinstatement Eligibility, the SF-50 proof of Career or Career-Conditional Competitive Status must be submitted.
5. If claiming Veterans Preference, a copy of all DD-214 forms, one for each period of service, and, if claiming 10-point Veterans Preference, a SF-15 with all supporting documents.
6. A copy of your most recent performance appraisal (required for current Federal employees).
7. A copy of college transcript(s), listing the college courses and credits earned, is required in order to receive appropriate credit for education. When allowed by Qualification Standards, copies of training certificates (non-college) must be submitted for appropriate credit.
8. **INFORMATION REQUIRED ON WHATEVER MAIN APPLICATION FORMAT IS SUBMITTED:** Application formats must contain all of the following listed information in sufficient detail to enable the personnel office to make a determination that you have the required qualifications for the position. Failure to include any of this information may result in loss of consideration for this position.
 - a. Announcement Number, Title, Grade and Location of the job for which you are applying.
 - b. Full Name, Mailing Address (with Zip Code) and Day and Evening Phone Numbers (with Area Codes).
 - c. Social Security Number.
 - d. Country of Citizenship.
 - e. Highest Federal civilian grade held (give Job Series and Dates held).
 - f. High School - Name, City, State (Zip Code if known), and date of Diploma or GED.

- g. College and University Credit/Degrees - Name, City, State (Zip Code if known), Majors, Type and Year of any Degrees received (if no Degree, show Total Semester or Quarter-Hours earned).
 - h. Work Experience (paid and nonpaid) - Job Title (include series and grade if Federal job), Duties and Accomplishments, Employer's Name and Address, Supervisor's Name and Phone Number, Starting and Ending Dates (month, day and year), Hours Per Week and Salary.
 - i. Indicate if we may contact your current Supervisor.
 - j. Job-related Training Courses, Skills, Honors, Awards, Special Accomplishments.
9. **OTHER REQUIRED FORMS** - Applicants must call Area Personnel (928/871-5834) or the Personnel Office at the particular location of the vacancy to secure a complete listing of forms required for each vacancy/announcement.